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	STEEJECT:	Mana	gement of NRO Accounts	
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			Re-Utilization of Prior Year	
			Unobligated Funds	
	ectabiled proced grams to assure to the DHRO, and procedures must the Office Direc	eres fo observe propes stand to cors as	isible, that it is incumbent upon us to the central everview of the NRO pro- tion of NRO constraints, proper respon- management of NRO funds. DDS&T inter- the scrutiny of audit and yet retain for program managers the maximum practical the use of NRO funds.	nsos rnal
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SUBJECT: Management of NRO Accounts

in different places. Consistency of terms is essential to effective control not only of funds but also of programs (in the general sense).

- (2) A standard terminology as proposed here will also fit within or on a category-subcategory-element planning system which is inevitable in the NRO planning cycles of the future. Entries are shown as term-meaning-example.
 - (a) Program the main division of NRO offort e.g., Aircraft, Satellite.
 - (b) Project sub-element of a program o.g., IDEALIST, OXCART.
 - (c) Account sub-element of a project e.g., Cameras, Pilots, Airborne Electronic Equipment.
 - (d) Line item sub-element of an account, a collection of like tasks, all of which are costs solely applicable to that line item e.g., ITEK, Texas Instruments.

NRO 25X1

- (e) Task or service sub-element of a line item, a single procurement or service e.g., Tech Reps, spares for a restricted application, procurement of a single kind of item or service.
- d. Approving levels for contract actions and other obligation of WED funds.
 - (1) The implementation of the August 1965 NRO Agreement; the appointment of a Director of Reconnaissence, CIA; and internal reorganization of the Directorate of Science and Technology have made evident the need for internal approval procedures for the obligation of NRO funds.

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	ACA TOWN TO COM AREA - A COM AND AND AREA AREA
	(2) Four DESAT Offices ORD, ORL, OSP, and OSA now have significant NRO monies to expend. While certain safeguards have been established by memoranda and regulations for review and approval for obligation of Agency
	funds, no such formal safeguards have been established
	25X
	(3) At present, OSA, and
?5X1	OSP, are authorized to sign contract documents which obligate transferred non-Agency (includ-
	ing NRO) funds regardless of amount. However, contract requests and other instruments of obligation should be authorized by a duly authorized approving officer.
• •	and the state of a court of the state of the
•	(4) There is, as yet, no formal designation of
	Program or Project Managers for such major endeavors as CECART, IDEALIST, as financial
	approving officers. Given the large sums involved and the numbers of contracts, it is good managerial practice to establish formal approval authority levels so that
	managers (Office Directors) may have maximum latitude for the commitment of NAO funds, within prescribed
	levels, with the DDSMT retaining authority for the approval of commitments in excess of these levels.
	(5) It is proposed that the following actions be taken:
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	(a) Designate Office Directors as Project Haungers and assign projects to them.
	(1) Director of Special Projects -
	COROMA. 25X
	Satellite Projects.
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	Management of HRO Accounts
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	(2) Director of Special Activities -
	CHOART, IDEALIST, and other Aircraft Pro-
	jects
	(3) Director of ELINT
	Colorate of British
	(4) Director of RM - Certain Research
	and Development Projects not specifically
	oriented toward another major project.
	Appendix App
	(b) Assign Red projects of parochial application to the appropriate Project Manager.
	Parontage to the appropriate Project Manager.
	(c) Require all contract or procurement
	actions funded by NEO to be approved by the
	Office Director involved.
	(d) Authorize Project Managers (Office Directors) to approve obligation of NEO funds
25X1	for DNRO-approved offort, except
	for Mad obligations.
	(e) Authorize Project Managers to approve
	chligation of Mad funds
	for DHMD-approved MaD effort.
	(f) Require proposals for any obligation of
	NEO funds for a particular
	contract or other form of obligation to be for-
	warded to the Director of Reconnaissance, CTA.
	for concurrence and to the DDS&T for approval.
	(E) Equire proposals for any obligation 2
	(g) Require proposals for any obligation of NRO Tends for NRO RED effort
	to be forwarded to the Director of Reconnaissance,
	CIA, for concurrence and to the DDS&T for approval
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	or planno diffice Di proceribe the statu Director to report responsib though th For these reports s	or obligations irectors, as and in para. 4e is of NEO funda of NEO funda to DNEO. At the for the property of NEO funds are new other objections.	are essential anagers of fun above, are rest their distance, CIA, is the same time oper use of the renot directly vious reasons, itted to the fire	ntext, forecasts planning tools. ds below the level quired to report possil even as the likewise required the DDSST is ese funds even yellotted to his the following lrector of Recon-	
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Subject: Management of New Accounts

- f. Contact and correspondence with the National Recon-
 - (1) It is recognized that there must be an interchange of information between DESST elements and the DERO and ENG Staff. To govern such contacts, the following procedures should be established:
 - (a) All meetings with the DNRO should receive prior concurrence of the Director of Reconnaissance, CIA, and approval of the DPS&T. This is not intended to inhibit such contacts but is to assure consistency in CIA policy towards the NHO.

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 - (b) Meetings with to discuss programs or projects already approved need no prior clearance; however, any meetings to discuss now programs or policy matters should receive prior concurrence from the Director of Reconnaissance, CIA, and approval from the DDSAT.
 - (c) Meetings with members of the NEO Staff need no prior approval. Frequent informal exchanges of information and views between personnel in DDS&T Offices and members of the NEO Staff should be encouraged.
 - (d) Meetings concerned with budgetary matters and meetings with the MEO Comptroller should be coordinated with the Comptroller/DDSST.
 - (e) Any contact in which a commitment is made by a member of DDS&T to the DNRO or a member of his Staff, or vice versa, should be recorded in a memorandum for the record and a copy sent to the Director of Recommissionee, CIA, and to the DDS&T. In

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	section, a sun	mary record should be maintag	ined
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	be in outline f	orm noting merely the parties	eannata
	involved, the d	ate, and the subject matter	dis.
	cussed.		
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